

# NM Onboarding Professional Development Matrix for the

## Treatment Court Coordinator

*Prepared especially for*

***Name & Position***



Thank you for joining our statewide problem solving court initiative and agreeing to invest your professional expertise as part of a local multidisciplinary team. To help you understand your role and prepare you for the greatest engagement possible, we have created a list of recommended training topics for you to complete as your schedule permits. The primary training sessions are listed in the first section below and we encourage you to complete these within 60 days of joining the team.



**DIRECTIONS:** Go to [www.treatmentcourts.org](http://www.treatmentcourts.org) and register if you have not ever done so. Click on the Adult Drug Courts icon. This will take you to a course index. Click on *Adult Drug Court: Lessons*. More than thirty-five (35) different topics will be offered.

As you complete the various training topics, you will be required to complete a quiz. Once you have passed the quiz, you will receive a certificate, which will need to be signed, dated, and documented on your program training log. If your position is funded by TSD, your certificate will need to be sent to the Statewide Program Manager who will document completion on the master training log.

Maintaining a training log will not only help you keep track of your team's progress, but will also serve as documentation for program certification.

If you have any questions as you work your way through the online training topics below, please reach out to our Department for Therapeutic Justice (DTJ) team at [aotc-grp@nmcourts.gov](mailto:aotc-grp@nmcourts.gov) and ask any question you have. We will be happy to assist.

✓	Training Topic / Activity	Time Req'd	Date Completed / Competent
	Role of the Coordinator <ul style="list-style-type: none"><li><i>Discuss the case management role of the coordinator</i></li></ul>	35 min.	
	Confidentiality	27 min.	
	Confidential Information in Drug Court	37 min.	
	Team Response Decision Matrix Video <a href="https://vimeo.com/547496224/d09c6d56d6">https://vimeo.com/547496224/d09c6d56d6</a>	25 min.	
	Role of the Judge	1 hour 25 min.	
	Role of the Probation Officer	1 hour	
	Role of the Probation Officer Interview	25 min.	
	Role of the Treatment Provider <i>Discuss confidentiality and the responsibility of the treatment provider to disclose information the team needs to know (with appropriate releases), such as relapse.</i>	38 min.	
	Role of the Defense Attorney	19 min.	
	Role of the Prosecutor	73 min.	
	Implementing Evidence-Based Practice	69 min.	
	Building Capacity	29 min.	

Cultural Competency	43 min.	
Trauma Informed Care	32 min.	
Maximizing Participant Interactions	19 min.	
Incentives and Sanctions	40 min.	
Understanding Drug Use and Addiction	65 min.	
Successful Drug Testing	68 min.	
Drug Testing: Tools of Testing	100 min.	
PTSD and Substance Use	65 min.	
Methamphetamine Addiction	41 min.	
Prescription Medication Addiction	63 min.	
Fentanyl	63 min.	
Individualized Treatment to Prevent Relapse	48 min.	
Doing Time or Doing Change?	1 hour 23 min.	
Practitioner Interviews #01: <i>Drug Court Practitioner Roles</i> (individual segments interviewing various team members) Approx. 50 mins. total run time	@ 2-10 mins.	
Procedural Fairness	29 min.	
Legal Representation of the Non-Citizen	40 min.	
<ul style="list-style-type: none"> <li>• <i>Required Court Officer Basic Training Course</i> [NOTE: The live course is offered annually and all coordinators and surveillance officers are required to attend.] <i>Field Safety</i></li> <li>• <i>Ethics</i></li> <li>• <i>Office Safety</i></li> <li>• <i>Controlled Substances</i></li> <li>• <i>Report Writing</i></li> <li>• <i>Law Block</i></li> <li>• <i>Stress Management</i></li> </ul>		
Risk and Needs Triage (RANT) Screening Training (see instructions at the end of the matrix) <a href="https://secure.phmcresearch.org/DUIRantOnline/Training/NewMexico.mp4">https://secure.phmcresearch.org/DUIRantOnline/Training/NewMexico.mp4</a> (Please use Internet Explorer for this step)		
<i>Introduction to Motivational Interviewing</i> <a href="https://www.youtube.com/watch?v=s3MCJZ7OGRk">https://www.youtube.com/watch?v=s3MCJZ7OGRk</a>	18 min.	
<b>Reading Resources &amp; Reference Material</b>		
<a href="#">Core Competencies Guide</a> , TCO Website, Adult Drug Court, Adult Resource Library		
<a href="#">Adult Drug Court Best Practices Standards Vol. I</a>		
<a href="#">Adult Drug Court Best Practices Standards Vol. II</a>		
<a href="#">Key Components of Drug Courts</a> , TCO Website, Adult Drug Court, Adult Resource Library		
<a href="#">10 Guiding Principles of DWI Courts</a> , NCDC Website		
<a href="#">Resources by Team Role</a> , NDCRC Website		
<a href="#">NDCI Training</a> , NDCI Website		
Local Policies & Procedures		
Local Participant Handbook		
<b>Special Guests / Subject Matter Experts</b>		
Local Cultural Competency Issues		
Orientation to electronic alcohol monitoring and surveillance options (SCRAM, SoberLink, etc.)		
Homeless services available locally		
<b>Off-Site Opportunities / Tours</b>		

	Treatment / Clinical Services Provider (w/staff introductions and brief overview of treatment modality and other services offered)	1 hour	
	Misdemeanor Compliance Program Offices (w/staff introductions and brief overview of monitoring process and other services offered)	1 hour	
	UA Facility	30 min.	
	AOC Human Resources Training	8 hrs.	
	<b>Program Operations / Coordinator Shadowing</b>		
	Participant Orientation		
	Screening Process: Forms, Interview & Processing		
	Participant Staffing		
	Court Session & Hearings		
	<b>Supplemental Training <a href="http://www.treatmentcourts.org">www.treatmentcourts.org</a> (unless otherwise indicated)</b>		
	<a href="http://www.treatmentcourts.org">Different Work – A First Course in Effective Supervision</a> , NCSC Website		
	ASAM Criteria	55 min.	
	Moral Reconation Therapy	37 min.	
	Mental Illness, Traumatic Brain Injury and Substance Abuse *Located in the Veterans Treatment Court Lessons*	72 min.	
	Supervision in Adult Treatment Courts *NDCI Training videos folder	33 min.	
	The Drug Court Team and Staffing *NDCI Training videos folder	33 min.	
	Case Management in Adult Treatment Courts *NDCI Training videos folder	41 min.	
	Revisiting Phases: Risk Matters *NDCI Training videos folder	28 min.	
	<b>Essential Elements of Treatment Courts</b> <a href="https://essentialelements-nadcplearningcenter.talentlms.com/index">https://essentialelements-nadcplearningcenter.talentlms.com/index</a> NOTE: Each lesson unit includes a quiz. Please submit your Feedback Form after you have completed the quiz for the unit and scan & email a copy of your course certificate upon completion.		
	• <i>Assessment and Treatment</i>		
	• <i>What are Substance Use Disorders</i>		
	• <i>Co-Occurring Disorders</i>		
	• <i>PTSD</i>		
	• <i>Confidentiality and Ethics</i>		
	• <i>Drug Testing</i>		
	• <i>Recurrence</i>		
	• <i>Psychopharmacology</i>		
	• <i>What is Medication Assisted Treatment</i>		
	• <i>Standard I: Target Population</i>		
	• <i>Standard II: Equity and Inclusion</i>		
	• <i>Standard III: Role and Responsibilities of the Judge</i>		
	• <i>Standard VII: Drug and Alcohol Testing</i>		
	• <i>Standard VIII: Multidisciplinary Team</i>		
	Motivational Interviewing – Good Example – Alan Lyme <a href="https://www.youtube.com/watch?v=67I6g1I7Zao">https://www.youtube.com/watch?v=67I6g1I7Zao</a>	10 min.	
	Dr. Jonathan Fader Demonstrates Motivational Interviewing Skills <a href="https://www.youtube.com/watch?v=ZxKZaKFzgF8">https://www.youtube.com/watch?v=ZxKZaKFzgF8</a>	35 min.	

✓	Formal Training Events	Next Scheduled	Location	Date Completed
	NADCP RISE			
	NDCI Special Training (Operational Tune-up, etc.)			

	NMADCP Conference			
	National Judicial College			

Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

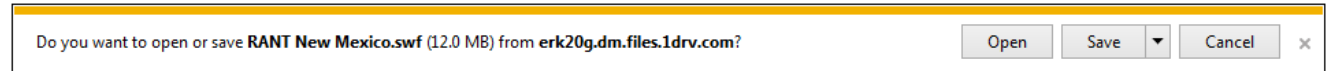
Please follow the steps below in order to view the New Mexico RANT Training Video:

1. Go to the following web address [https://1drv.ms/u/s!Ahtb00\\_IW5Cyg4hr3AukGBWsFDDNrQ](https://1drv.ms/u/s!Ahtb00_IW5Cyg4hr3AukGBWsFDDNrQ) (Please use Internet Explorer for this step.)
2. Left mouse click on the title of the video once. You may see the following message at the bottom of your screen.

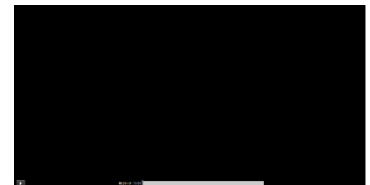


- Please select "Allow once." If you receive a different type of pop-up warning message, be sure to allow pop-up for [onedrive.live.com](https://onedrive.live.com)

3. After you left click you should see the following message at the bottom of your screen. (Note: you might have to click again after allowing popups from onedrive). Click the triangle next to "Save" button to open a small drop down menu.



4. Select "Save As" and save the file to your Desktop. Leave the file type as is, which should default to SWF File.
5. Right click on the shortcut you just created on your Desktop, which will be titled "RANT New Mexico" and select "Open with..." from the menu that appears. Select Internet Explorer from the list of programs in the Open with popup window.
6. A new Internet Explorer window should open that looks like this. Select the triangle button in the bottom left corner to begin playing the video. NOTE: If a dialogue box appears saying IE must use ActiveX Controls, choose to enable content.



7. The video should begin with the following screen.

